

**U.S. DEPARTMENT OF COMMERCE
SAFETY AND HEALTH PROGRAM ASSESSMENT
FOR SMALL BUREAUS WITH COLLATERAL DUTY SAFETY PERSONNEL**
(Evaluation Questions are numbered to match the large bureau assessment so that comparisons can be made across the Department.)

Location/Facility:		Site Contact(s):
Date:	Bureau:	Assessor(s):

Scale	Legend
0=No 1=No, Needs major improvement 2=Yes, Needs minor improvement 3=Yes NA=Not Applicable NE=Not Evaluated	*=Stretch Items

Hazard Anticipation and Detection						
	0	1	2	3	NA	NE
1. A comprehensive baseline hazard survey has been conducted within the past 5 years.						
Comments: Recommendations:						
2. Effective safety and health self-inspections are performed regularly (at least annually).						
Comments: Recommendations:						
4. An effective hazard reporting system exists.						
Comments: Recommendations:						

6. Accidents are investigated for root cause.						
Comments: Recommendations:						
7. Material Safety Data Sheets (MSDS) are used to reveal potential hazards associated with chemical products in the workplace.						
Comments: Recommendations:						
8. Effective job hazard analysis is performed.						
Comments: Recommendations:						
Hazard Prevention and Control						
12. Effective safety and health rules and work practices are in place.						
Comments: Recommendations:						
15. Housekeeping is properly maintained.				X		
Comments: Recommendations:						
19. An effective procedure for tracking hazard correction is in place.						
Comments: Recommendations:						

Planning and Evaluation						
	0	1	2	3	NA	NE
20. Workplace injury/illness data are effectively analyzed						
Comments: Recommendation:						
22. A safety and health goal and supporting objectives exist.						
Comments: Recommendations:						
23. An action plan designed to accomplish the organizations safety and health objectives are in place.						
Comments: Recommendations:						
Administration and Supervision						
	0	1	2	3	NA	NE
26. Safety and health program tasks are each specifically assigned to a person or position for performance or coordination.						
Comments: Recommendations:						
27. Each assignment of safety and health responsibility is clearly communicated.						
Comments: Recommendations:						
29. Individuals with assigned safety and health responsibilities have the necessary knowledge, skill, and timely information to perform their duties.						
Comments: Recommendations:						

30. Individuals with assigned safety and health responsibilities have the authority to perform their duties.						
Comments: Recommendations:						
31. Individuals with assigned safety and health responsibilities have the resources to perform their duties.						
Comments: Recommendations:						
Safety and Health Training						
	0	1	2	3	NA	NE
34. Employees receive appropriate Safety and Health training.						
Comments: Recommendations:						
35. New employee orientation includes applicable safety and health information.						
Comments: Recommendations:						
36. Supervisors receive appropriate safety and health training.						
Comments: Recommendations:						
37. *Supervisors receive training that covers the supervisory aspects of their safety and health responsibilities.						
Comments: Recommendations:						

Management and Leadership						
	0	1	2	3	NA	NE
40. Top management policy establishes clear priority for safety and health.						
Comments: Recommendations:						
45. Managers allocate the resources needed to properly support the organization's safety and health system.						
Comments: Recommendations:						
Employee Participation						
	0	1	2	3	NA	NE
50. There is an effective process to involve employees in safety and health issues.						
Comments: Recommendations:						